

**COUNCIL AGENDA  
CITY OF CARTHAGE, MISSOURI  
TUESDAY, MARCH 8, 2022  
CITY HALL COUNCIL CHAMBERS  
6:30 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to Flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations
7. Public Comments

(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)

8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers

(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)

12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business

1. **C.B. 22-06** – An Ordinance authorizing the Mayor of the City of Carthage, Missouri to execute the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, Missouri. (Public Services)
2. **C.B. 22-07** – An Ordinance to amend Section 800 – Miscellaneous Policies of the Personnel Policy Manual of the City of Carthage by adding subsection 806 – Remote Work Policy. (Insurance, Audit and Claims)
3. **C.B. 22-08** – An Ordinance to amend Section 207 of the Personnel Policy Manual of the City of Carthage, Resignation and Retirement and to amend Section 2-160 of the City Code to comply with retirement policy. (Insurance, Audit and Claims)

16. New Business

1. **C.B. 22-09** – An Ordinance authorizing the Mayor to enter into a contract with Abernathy Roofing & Construction, LLC. 1901 North Rangeline Rd., Joplin, MO 64801 for the Carthage P.D. Kitchen Remodel project. (Public Safety)
2. **C.B. 22-10** – An Ordinance to amend Section 10-26 (a) and Section 18-17 (c) of the Carthage Code to amend the requirement for Firefighters and members of the Police Department. (Public Safety)
3. **C.B. 22-11** – An Ordinance to amend Section 503 – Holidays Authorized of the Personnel Policy Manual of the City of Carthage by adding Martin Luther King Jr. Day as an authorized holiday, observed on the third Monday in January. (Insurance, Audit and Claims)

17. Mayor's Appointments

18. Resolutions

19. Closing Comments

20. Executive Session

21. Adjournment

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING**

MINUTES OF THE MEETING OF THE CITY COUNCIL  
CITY OF CARTHAGE, MISSOURI  
February 22, 2022

The Carthage City Council met in regular session on the above date in the Council Chambers at 6:30 P.M. with Mayor Dan Rife presiding. Fire Chief Ryan Huntley gave the invocation and Police Chief Bill Hawkins led the flag salute.

The following Council Members answered roll call: Robin Harrison, David Armstrong, Mike Daugherty, Ceri Otero, Alan Snow, Seth Thompson and Ed Barlow. Council Members Craig Diggs and Juan Topete were absent. City Administrator Tom Short, Assistant City Administrator Greg Dagnan and City Attorney Nate Dally were also present.

The following Department Heads were present: Police Chief Bill Hawkins, Fire Chief Ryan Huntley, Public Works Director Zeb Carney and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Snow, to approve the minutes of the February 8, 2022 Council Meeting. Motion carried unanimously.

During Citizen's Participation Period: Scott Brauburger, 1400 Kimberly Lane, protested trees that are being cut down in the easement area which has created problems with the apartment complex directly behind his residence. They are dumping trash into his yard. He was requesting the trees be trimmed instead of cut off to help maintain a barrier between his property and the apartments.

Chuck Bryant, General Manager CWEP, discussed ongoing economic development efforts, including GRO survey results, the Town Plan for future projects and the Ady Advantage contract that addressed economic development needs and the best way to handle going forward. Ady Advantage has recommended restructuring the CEDC to handle future economic development. Carolyn Krisman has been contracted to re-evaluate the CEDC including bylaws and future role in best handling of economic development. Mr. Bryant encouraged council members to support the ongoing efforts and support the partnership with Ms. Krisman. Mr. Armstrong made a motion, seconded by Mr. Snow, to add the appropriation of funds for the Krisman contract to the March 14 Budget Ways & Means agenda for consideration. Motion carried.

Gene Griffith, 1050 James, reported the school has voted to allow use of 4 safe rooms at the school during severe weather but the website needs updated to spread this information. He also requested the city focus on getting the McGregor Street bridge, Walnut Street bridge, and the Sycamore Street bridge repaired. Mr. Griffith then discussed the need to focus on addressing childhood obesity problems instead of building a Performing Arts Center.

Mr. Snow reported the Budget Ways & Means Committee is between meetings with the next meeting scheduled for March 14.

Ms. Otero reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. Council Bills 22-07 and 22-08 were approved and forwarded to Council.

Mr. Barlow reported the Public Safety Committee is between meetings with the next meeting scheduled for February 28.

Mr. Daugherty reported that the Public Services Committee met on February 15. An RFP for electric scooter rentals will be released soon with proposals due back by March 10. An addendum to the contract with Dick Horton Consulting was approved and appears in C.B. 22-06.

Mr. Armstrong reported the Public Works Committee is between meetings with the next meeting scheduled for March 1.

Mayor Rife reported on his attendance at Steve Fierro's memorial service.

Fire Chief Ryan Huntley reported on the annual memorial service for Steve Fierro and promotions within the department.

City Administrator Tom Short reported on the following: an update on the Boots Court project, a Lodging Tax Appropriations Committee meeting scheduled for February 28, operating budget requests for FY 23 have been sent out, discussions with Baker Tilly regarding ARPA funding, and updated letters sent to MBL.

The Committee on Claims filed a report in the amount of \$625,251.01 against the following funds: General Revenue \$149,333.09, Public Health \$158,112.22, Public Safety \$3,336.01, Parks/Stormwater \$54,904.54, Golf \$1,941.59, Parks & Recreation \$7,606.89, Myers Park \$889.50, Public Facilities \$4,598.00, and Payroll \$244,529.17. Ms. Otero made a motion, seconded by Mrs. Harrison, to accept the report and allow the claims. Motion carried.

Under old business, C.B. 22-05 – An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects was placed on second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Barlow, Daugherty, Harrison, Otero, Snow and Thompson. The Council Bill was approved and numbered Ordinance 22-06.

Under new business, C.B. 22-06 – An Ordinance authorizing the Mayor of the City of Carthage, Missouri to execute the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 22-07 – An Ordinance to amend Section 800 – Miscellaneous Policies of the Personnel Policy Manual of the City of Carthage by adding subsection 806 – Remote Work Policy was placed on first reading with no action taken.

C.B. 22-08 – An Ordinance to amend Section 207 of the Personnel Policy Manual of the City of Carthage, Resignation and Retirement and to amend Section 2-160 of the City Code to comply with retirement policy was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Snow, to approve the Mayor's appointment of Brandon Scott to the Carthage Tree Board until May 2023. Motion carried.

Mr. Barlow made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:47 p.m.

---

Dan Rife, Mayor

---

Traci Cox, City Clerk

***PRESENTATIONS/  
PROCLAMATIONS***

***PUBLIC  
HEARINGS***

***OLD  
BUSINESS***

**COUNCIL BILL NO.      22-06**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance authorizing the Mayor of the City of Carthage, Missouri to execute the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, Missouri.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, a true copy of which is attached hereto and incorporated herein as if set out in full.

**SECTION II:** This ordinance shall take effect and be in force from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**Dan Rife, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, City Clerk**

**Sponsored by: Public Services Committee**

An Ordinance to amend Section 800 – Miscellaneous Policies of the Personnel Policy Manual of the City of Carthage by adding subsection 806 – Remote Work Policy.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** Section **800 – Miscellaneous Policies** of the Personnel Policy Manual is hereby amended by adding subsection 806 – Remote Work Policy.

**806. Remote Work Policy:**

01. At times, emergencies such as severe weather, natural disasters, or other unforeseen emergencies can disrupt city operations. In some cases, these circumstances may require the closing of a work facility. The Mayor must approve such closures. When one or more city operations are officially closed due to emergency conditions, departments must plan for remote (work-from-home) work to ensure that city operations can continue during these conditions.

02. Department Heads are responsible for deciding who from their department will be required to work remotely, and who will be required to continue to report to work as normal. Typically, emergency operations of the city (police, fire, street-clearing crews) are not applicable to work remotely. Employees who are not part of emergency operations but whose work is essential to the daily operations of the city should be designated as a remote worker if applicable.

03. If an employee is designated as a remote worker, the Information Technology department must work to ensure that the employee has the proper equipment to perform their daily functions remotely. Equipment such as a mobile phone that can receive transferred calls from a city business line, a mobile laptop computer with remote access to the employee's work-related software and applications, and IT security equipment and/or software shall be provided by the Information Technology department for remote work.

04. Emergency operations workers and remote workers will be compensated at their normal hourly rate for the hours they normally would have worked. If a situation arises that causes an employee to work in excess of their scheduled hours, that employee will be compensated at a rate of time and one half in accordance to the city's overtime and compensatory time policies. If an employee is not required by their Department Head to report to work or to work remotely, or is required to report to work and cannot due to the inclement weather or unforeseen circumstances, that employee will not receive regular pay, but may utilize accrued leave such as personal leave, vacation leave, or compensatory leave.

**SECTION II:** This Ordinance shall take effect and be in force effective from and after its passage and approval.

An Ordinance to amend Section 207 of the Personnel Policy Manual of the City of Carthage, Resignation and Retirement and to amend Section 2-160 of the City Code to comply with retirement policy.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** Section 207 of the Personnel Policy Manual of the City of Carthage is hereby amended to read as follows:

207. Resignation and Retirement:

01. **Notice of Resignation:** In order to terminate employment in good standing, regular full-time employees are required to give at least two (2) weeks notice, and part-time employees, at least one (1) week notice prior to the effective date of resignation.
02. **Advanced Notice of Resignation:** It is the responsibility of an employee who plans to resign from employment with the City to notify their immediate supervisor in advance as follows:
  1. A written resignation will be submitted to the supervisor at least two weeks before the effective date. Accrued vacation does not count as notice.
  2. Failure to give adequate notice will be recorded in the resigning employee's personnel file and may be cause for denying re-employment with the City and forfeiture of any vacation paid upon separation pursuant to Section 502.08.
03. **Notice of Retirement:** In order to retire from employment in good standing, regular full-time employees are required to give at least three (3) months notice, and department heads or employees in exempt positions are required to give at least six (6) months notice prior to the effective date of retirement.
04. **Advanced Notice of Retirement:** It is the responsibility of an employee who plans to retire from employment with the City to notify their immediate supervisor in advance as follows:
  1. A written retirement letter will be submitted to the supervisor at least three months before the retirement date for all regular full-time employees and at least six months before the retirement date for department heads or employees in exempt positions.
  2. Failure to give adequate notice will result in the forfeiture of the employee's sick leave payout upon separation pursuant to Section 501.04.
05. **Emergency Exception Clause:** An exception to this policy may be made for emergency or extenuating circumstances that were unforeseen by the employee if so approved by the City Administrator or Mayor. Emergency and/or extenuating circumstances can be defined as an illness, accident, serious family problem, involuntary termination, or a non-recurring event that was beyond the employee's control.

**SECTION II:** Section 2-160 of the Code of the City of Carthage is hereby amended to read as follows:

**Sec. 2-160.**

- (a) 1. **Applicable at the time of passage:** The city administrator shall serve at the pleasure of the mayor and council. He shall continue to serve so long as his performance meets with the approval of the mayor and of a majority of the members of the council. He may terminate his employment at any time by giving the mayor and council thirty (30) days' written notice. At such time as he terminates his employment with the city he will be entitled to only accrued benefits, such as vacation time, sick leave, etc.
2. **Applicable to all future hires:** The Administrator shall serve at the pleasure of the mayor and council. The Administrator shall continue to serve so long as their performance meets with the approval of the mayor and of a majority of the members of the council. The City Administrator may terminate their employment at any time by giving the mayor and council thirty (30) days' written notice. In order to retire in good standing, the Administrator is required to give at least six (6) months notice prior to the effective date of retirement in accordance with Sec. 207 of the personnel manual.
- (b) The city may terminate the employment of the City Administrator by providing thirty (30) days notice. The thirty-day notice is to begin from either the first or second council meeting of each month, depending upon which meeting the majority of the members of the council voted and the mayor concurred that his employment should be terminated. A termination payment equal to one-half a month's salary will be allowed, plus any other benefits which may have accrued. In the event the termination is the result of an act of dishonesty or acts involving moral turpitude such termination payment shall not be paid.

**SECTION III:** This Ordinance shall take effect and be in force from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**Sponsored by:** \_\_\_\_\_

***NEW  
BUSINESS***

**COUNCIL BILL NO. 22-09**

**ORDINANCE NO.**

An Ordinance authorizing the Mayor to enter into a contract with Abernathy Roofing & Construction, LLC. 1901 North Rangeline Rd. Joplin Mo. 64801 for the Carthage P.D. Kitchen Remodel project.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to enter into a contract with Abernathy Roofing & Construction, LLC. 1901 North Rangeline Rd. Joplin Mo. 64801 for the Carthage P.D. Kitchen Remodel project for the sum of \$28,084.00 a copy of which agreement is attached hereto and incorporated herein as if set out in full.

**SECTION II:** This ordinance shall take effect and be in force from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**Dan Rife, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, City Clerk**

**Sponsored by: Public Safety Committee**

**COUNCIL BILL NO. 22-10**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance to amend Section 10-26 (a) and Section 18-17 (c) of the Carthage Code to amend the requirement for Firefighters and members of the Police Department.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** Section 10-26 (a) of the Carthage Code is hereby amended to read as follows:

- (a) No member of the city fire department shall serve as a firefighter (full-time or part-time) until he or she has reached their twenty-first birthday and is a citizen of the United States. No person shall continue to serve as a firefighter after his sixty-fifth birthday. No person shall serve as a firefighter within the city fire department unless he/she possess and maintains a telephone (landline or cell) and resides within a fifteen mile radius of the City of Carthage city limits. Any employee assigned a city owned emergency response type vehicle shall reside within the limits previously delineated, or within the designated boundaries of the Carthage Fire Protection District. However, all fire employees have an obligation to respond to the fire department within a reasonable time at the discretion of the Fire Chief if a situation requires such response.

**SECTION II:** Section 18-17 (c) of the Carthage Code is hereby amended to read as follows:

- (c) Applicants/current employees. No person shall be assigned a position that requires an "on call" response defined as a police employee who is being compensated for a mandatory response, or an employee assigned a city owned vehicle that is to be taken to their residence, or a command staff position defined as lieutenant or above, unless they reside within a fifteen-mile radius of the Carthage city limits. However, all police employees have an obligation to respond to the police department within a reasonable time at the discretion of the chief of police if a situation requires such response.

**SECTION III:** This Ordinance shall take effect and be in force from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

**ATTEST:**

\_\_\_\_\_  
**Dan Rife, Mayor**

---

**Traci Cox, City Clerk**

Sponsored by: Public Safety Committee

**EXISTING CODE...Sec. 10-26. - Qualifications of employees.**

- (a) No member of the city fire department shall serve as a firefighter (full-time or part-time) until he or she has reached their twenty-first (21st) birthday and is a citizen of the United States. No person shall continue to serve as a firefighter after his sixty-fifth (65th) birthday. No person shall serve as a firefighter with the city fire department unless he/she possess and maintains a telephone (landline or cell) and resides within a fifteen (15) mile radius of the Fire Station located at 401 W. Chestnut in the City of Carthage. Any employee assigned a city owned emergency response type vehicle shall reside within the city limits or the designated boundaries of the city fire protection district.

**COUNCIL BILL NO. 22-11**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance to amend Section 503 – Holidays Authorized of the Personnel Policy Manual of the City of Carthage by adding Martin Luther King Jr. Day as an authorized holiday, observed on the third Monday in January.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** Section **503 – Holidays Authorized** of the Personnel Policy Manual is hereby amended by adding Martin Luther King Jr. Day as an authorized holiday, observed on the third Monday in January.

503. Holidays Authorized: All full-time employees are authorized the following paid holidays each year:

New Year's Day - January 1

Martin Luther King Jr. Day – Third Monday in January

President's Day - Third Monday in February

Memorial Day - Last Monday in May

Independence Day - July 4

Labor Day - First Monday in September

Veteran's Day - November 11

Thanksgiving Day - Fourth Thursday in November

Thanksgiving Friday

Christmas Eve - December 24

Christmas Day - December 25

Personal Leave Day

In the event a holiday falls on a Saturday, the preceding Friday shall be observed. In the event that a holiday falls on a Sunday, the following Monday shall be observed. In the event Christmas Eve falls on a Sunday the preceding Friday shall be observed as the holiday. In the event Christmas Day falls on a Saturday then the preceding Thursday and Friday shall be observed as the Christmas Eve and Christmas Day holidays.

**SECTION II:** This Ordinance shall take effect and be in force effective from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

---

**Dan Rife, Mayor**

**ATTEST:**

---

**Traci Cox, City Clerk**

**Sponsored by: Insurance, Audit and Claims**

***MAYOR'S  
APPOINTMENTS***

# ***RESOLUTIONS***

***MINUTES***  
***STANDING***  
***COMMITTEES***

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
TUESDAY, FEBRUARY 22, 2022  
CITY HALL COUNCIL CHAMBERS  
5:00 p.m.**

**COMMITTEE MEMBERS PRESENT:** Ceri Otero, David Armstrong and Robin Harrison. Craig Diggs was absent.

**OTHER COUNCIL MEMBERS:** Mayor Dan Rife

**STAFF PRESENT:** Assistant City Administrator Greg Dagnan and City Clerk Traci Cox

Chair Ceri Otero called the meeting to order at 5:00 P.M.

**OLD BUSINESS:**

1. **Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the February 8, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 3-0.
3. **Consider and discuss changes to Resignation Notice Policy:** HR Coordinator Michael Miller explained an emergency clause had been added to the policy as previously presented to the Committee. The Code also needs to be changed to address the resignation of the City Administrator. Mr. Armstrong made a motion to approve the C.B. and forward to council. Motion carried.

**NEW BUSINESS:**

1. **Consider and discuss Remote Work Policy:** This policy is being created to address remote work during severe weather events.
2. **Staff Reports:** None
3. **Other Reports:** None

**ADJOURNMENT:** Ms. Harrison made a motion to adjourn at 5:24 PM. Motion carried 3-0.

Traci Cox

---

# City of Carthage



## Public Safety Committee – Minutes

**Meeting Date:** February 28, 2022

**Meeting Location:** City Hall- Council Chambers

**Call to Order:** Chairman Barlow

**Time Called to Order:** 5:30pm

**Attendance:**

Chairman Barlow, Councilman Harrison, Councilman Snow, Chief Hawkins, Chief Huntley, Morgan Housh, Bren Flanigan, Desmond Williams, Megan Saba, Nathan Terry

### OLD BUSINESS

1. Chairman Barlow made the motion to accept the minutes from the previous meeting as written. Motion passed.

### CITIZEN PARTICIPATION

1. Meagan Milliken presented to the committee on the Tower 2 Tower Run. CW&E will be hosting the run in honor of Drinking Water Week. This event will take place on Saturday April 30<sup>th</sup> at 8:00am. The start/finish location will be at 826 E George E Phelps Blvd. They are requesting the help of Carthage Police Department with street crossings at Main Street and Fairview and also River Street and Fairview as in years past. Councilman Snow made a motion to approve the Tower 2 Tower run on April 30<sup>th</sup>. The motion was approved.
2. Tony Shadden did not show up to present. No motion was taken.
3. Nathan Terry spoke on behalf of the Vintage Rods Car Club. They are requesting to have a car show/cruise on the Square April 9<sup>th</sup> from 3:00pm to 6:00pm. They are requesting to allow cars to back into the parking spots during the event. Chairman Barlow made a motion to allow cars to allow cars to back in between the hours of 2:00pm to 7:00pm. The motion was approved.
4. Desmond Williams and Megan Saba spoke with the committee on a 5K run. They will be partnering with the Carthage Humane Society and TYP Elite. A percentage of the proceeds will go to these Partners. As well as partnering with these two businesses, they will be collaborating the run with The Run Around in Joplin to host the event. They are requesting to have the 5K Run on June 4<sup>th</sup>. Check in will be around 8:00-8:30 am and the run start at 9:00am. The route they are requesting to start on the Square, South on Main to Centennial, East to River, up Chestnut back up to the Square. They are requesting police assistance at Main & Centennial, Centennial & River, and River & Chestnut. The Run Around will be providing insurance for the event. Chairman Barlow requested that a written request be sent to the Police Chief and the committee for further review. The request will be added to next months agenda for acceptance. NO motion was taken this month.

***Persons with disabilities who need special assistance – please contact the Fire Department at 417-237-7100, or the Police Department at 417-237-7200 at least 24 hours prior to the meeting.***

## **NEW BUSINESS**

1. Chief Hawkins spoke briefly on the CPD remodel. The CPD sent out a bid for the kitchen improvement Project and did not receive any submitted bids by the deadlines. Abernathy Construction submitted a bid after the deadline date. The Bid price was \$28,084 with a 50% deposit of \$14,042. Chief Hawkins is requesting the acceptance of the Abernathy Construction. Councilman Snow made a motion to accept the bid from Abernathy Construction in the amount of \$28,084 for the CPD kitchen remodel. The motion was approved.
2. Chief Hawkins presented the 2022 LEST (Law Enforcement Sales Tax) Grant Award Letter of Acceptance to the committee. The Grant has already been approved and allocated by the Budget Committee. Councilman Harrison made a motion to accept the acceptance Letter in the amount of \$25,679. The motion was approved.
3. Staff Reports:
  - Fire Department
    - Chief Huntley spoke briefly with the committee on bids for an inflatable rescue boat. It is budgeted for \$16,000. Chief anticipates that the bids will be submitted higher than the budgeted amount. This is due to the specifics specs that are need for the CFD.
    - Chief Huntley updated the Committee on promotions and crew changes.
  - Police Department
    - Chief Hawkins briefly spoke with the Committee on a citizen who was having issues at his home with littering.
    - Chief Hawkins gave an update on court case regarding dogs. There has been no changes from the last meeting.
    - Chief Hawkins gave a station update.
    - Chief Hawkins spoke with the Committee on the on Sec. 18-17. – Persons eligible in the City Ordinance. The PD will start their take home car program shortly. Currently they have a Sargent who lives outside of the required radius. They would like to look at changing the wording of this Section.

Chairman Barlow made a motion to adjourn. Councilman Harrison seconded the motion. Motion passed.

**Next Meeting Date: March 21, 2021**

**Next Meeting Location: City Hall Council Chambers**

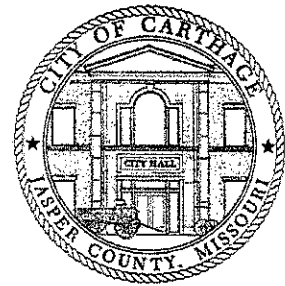
***Persons with disabilities who need special assistance – please contact the Fire Department at 417-237-7100, or the Police Department at 417-237-7200 at least 24 hours prior to the meeting.***

# PUBLIC WORKS COMMITTEE

---

Public Works Department 623 E 7<sup>th</sup> Carthage MO 64836  
Tele: (417) 237-7010 Fax: (417) 237-7011

*"America's Maple Leaf City"*



---

## **3-1-2022 PUBLIC WORKS COMMITTEE MEETING MINUTES**

Committee Members present: David Armstrong, Alan Snow, Mike Daugherty, and Craig Diggs

Staff Members present: Zeb Carney, Public Works Director, Chelsea Rives, Public Works Administrative Assistant, and Greg Dagnan, Assistant City Administrator

Citizens: Heather Collier and Bren Flanigan

Chairman David Armstrong called the Public Works Committee meeting to order at 5:30 p.m.

A motion was made by Mike Daugherty to accept the minutes from the February 1, 2022 Committee meeting. All ayes, motion passed.

Citizens Participation: Heather Collier spoke about replacing the historic homes tour signs along the tour route. The new signs will be navy blue with white lettering and will match the current wayfinding signs. The funding for the signs was made possible through a grant. The grant covers the signs and poles to mount them. Alan Snow made a motion to approve changing the signs. All ayes, motion passed.

Staff Reports:

Zeb reported on the following:

- Zeb spoke about the current wayfinding signs on the square. The part of the sign where it says, "You are here" is in correct. Mike Daugherty made a motion to remove that part from the signs. All ayes, motion passed.
- Blevin's will be in town next week to work on Fire Station #1's parking lot.
- Blevin's has had a rate increase from \$59.80 to \$69.55 due to inflation.
- Sprouls' Construction will begin work on Garrison Ave in the next two to three weeks.
- Public Works received a letter from Putnam Chevrolet in Mexico, MO that they were starting to get trucks in, we are able to pre-order for July. The trucks are coming in about \$4,000.00 under budget.
- The Carthage Press building at 527 S Main has sold and they have plans to make apartments.
- CWEP contacted Zeb in reference to erosion west of the bridge at 5<sup>th</sup> and River. Zeb has Luke Davey working on a bid to fix the dirt work and then concrete will be placed to protect the water main.

Mike Daugherty made a motion to adjourn the meeting at 6:10 p.m. All ayes, motion carried.

***MINUTES  
SPECIAL  
COMMITTEES  
AND BOARDS***

**LODGING TAX APPROPRIATION COMMITTEE**  
**MONDAY, FEBRUARY 28, 2022**  
**Zoom Meeting**  
**4:00 p.m.**

**COMMITTEE MEMBERS PRESENT:** Mayor Dan Rife, City Administrator Tom Short, Ceri Otero, Alan Snow, and Juan Topete

**OTHER COUNCIL MEMBERS:** David Armstrong and Ed Barlow

**STAFF PRESENT:** Assistant City Administrator Greg Dagnan, City Clerk Traci Cox and Parks & Recreation Director Mark Peterson

Mayor Rife called the meeting to order at 4:00 P.M.

**OLD BUSINESS:**

1. **Approval of minutes from the previous meeting:** Mr. Topete moved to approve the minutes of the January 31 meeting. Motion carried.

**NEW BUSINESS:**

1. **Discussion of questions relating to (DMO) certification:** Megan Rogers, Cooperative Marketing Manager at the Missouri Division of Tourism, discussed the DMO certification process, qualifications to become a DMO and grants that can be applied for as the DMO. Carthage CVB is currently the DMO for Jasper County and the DMO status is attached to the federal identification number. If the CVB disbands, grants that have been approved will be reimbursed but no additional requests will be paid. If another entity wishes to apply for DMO status, the application process begins in May and is awarded in June.
2. **Consider presentation by Parks & Recreation Director for making tourism a City function:** Mr. Peterson presented a proposal to bring components of tourism in-house to increase accountability, market the city correctly and efficiently work with other tourism partners within the city. Mr. Snow moved to forward the request to council for approval to house tourism under the city pending approval from the city attorney. Motion carried with Mr. Short abstaining.

**ADJOURNMENT:** Mr. Topete made a motion to adjourn at 4:46 PM. Motion carried.

Respectfully submitted,

Traci Cox, City Clerk

***AGENDAS  
STANDING  
COMMITTEES***

---

# **City of Carthage**



## **NOTICE OF MEETING Public Safety Committee – Agenda**

February 28, 2022

5:30 p.m.

Carthage City Hall

Council Chambers

326 Grant, Carthage MO 64836

### **TENTATIVE AGENDA**

#### **OLD BUSINESS**

1. Consideration and approval of minutes from previous meeting.

#### **CITIZEN PARTICIPATION**

1. Consider and discuss annual Carthage Water & Electric Tower 2 Tower Run – Meagan Milliken
2. Consider and discuss 4<sup>th</sup> of July parade – Tony Shadden
3. Consider and discuss Vintage Rods Car Club car show/cruise night on Square – Steve Willis/Betty Saferite
4. Consider and discuss 5K run – Desmond Williams

#### **NEW BUSINESS**

1. Consider and discuss CPD Kitchen remodel bid
2. Consider and discuss acceptance of LEST grant
3. Staff reports
  - Fire Department
  - Police Department

#### **ADJOURNMENT**

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.**

**POSTED:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**--NOTICE OF MEETING--**  
**PUBLIC WORKS COMMITTEE**  
**March 1, 2022**  
**5:30 PM**  
**CITY HALL**  
**326 GRANT STREET**  
**2<sup>ND</sup> FLOOR CONFERENCE ROOM**

**-- AGENDA--**

**OLD BUSINESS**

1. Consideration and approval of minutes from previous meeting

**CITIZENS PARTICIPATION**

1. Heather Collier would like to consider and discuss replacing the historic home tour signs.

**NEW BUSINESS**

None.

**OTHER BUSINESS**

None.

**STAFF REPORTS - Zeb Carney & Tom Short**

**ADJOURNMENT**

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.**

**POSTED: 2/28/2022**

**BY: Chelsea Rives**

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
March 8, 2022  
City Hall Council Chambers  
5:00 PM

**Old Business**

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

**Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

**New Business**

1. Consider and discuss changes to employee Holiday Schedule.
2. Consider and discuss changes to administrative and department head job descriptions.
3. Staff Reports
4. Other Reports

**Adjournment**

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

Posted: \_\_\_\_\_

***AGENDAS  
SPECIAL  
COMMITTEES  
AND BOARDS***

**McCune Brooks Regional Hospital Trust  
Regular Meeting of the Board of Trustees  
February 23, 2022  
2:00 p.m.  
Schmidt Associates Conference Room**

**Agenda**

- |                                                  |              |
|--------------------------------------------------|--------------|
| I. Call to Order                                 | Ron Petersen |
| II. Approval of December 1, 2021 Meeting Minutes | Ron Petersen |
| III. Financial Statement Report & Review         | Stan Schmidt |
| IV. Review and approval of Grant Application     | Ron Petersen |
| V. Next meeting date                             | Ron Petersen |
| VI. Adjournment                                  | Ron Petersen |

LODGING TAX APPROPRIATION COMMITTEE

Monday, February 28, 2022

4:00 P.M.

Zoom

326 Grant Street

Tentative Agenda

Old Business

1. Approval of minutes from the previous meeting.

**CITIZENS PARTICIPATION**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Discussion of questions relating to (DMO) certification. (Megan Rogers, Cooperative Marketing Manager at the Missouri Division of Tourism).
2. Consider presentation by Parks & Recreation Director for making tourism a City function.

Other Business

Adjournment

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OF 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.**

**POSTED:** \_\_\_\_\_

**BY:** \_\_\_\_\_

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES  
Tuesday, March 8, 2022 10:00 AM.

**Steadley Family Legacy Center**  
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes from the Last Meeting

Financial Report

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee: HVAC Update

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

Compensation/Wages: Compensation Update

New Business

Payment of Bills

Adjournment

Closed Session

Adjournment

Posted at 9:00 A.M. this 1<sup>st</sup> day of March 2022

Notice is hereby given that the Carthage Public Library Board of Trustees will conduct a closed meeting in the Carthage Public Library; at 10:00 AM on Tuesday, March 8, 2022.

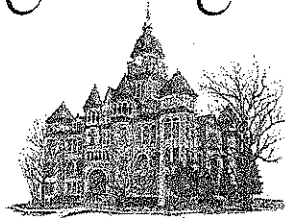
The agenda of said meeting includes a vote to close a portion of this meeting pursuant to RSMo 610.021.

**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

**Darius K. Adams**  
*Western District Commissioner*

# JASPER COUNTY COMMISSION



302 S. Main ST  
Carthage, MO 64836

Carthage: 417-358-0421  
Joplin: 417-625-4350

Toll Free: 800-404-0421  
Fax: 417-358-0483

COMMISSION AGENDA  
MARCH 1, 2022  
9:00 A.M.  
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
  - PRAYER
  - PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - **Approve ARPA Purchase of AED's for the Jasper County Sheriff's Department.**
10. PUBLIC HEARINGS

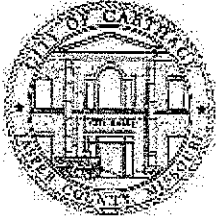
PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

ELECTED OFFICIALS/CITIZENS WISHING TO BE HEARD UNDER ELECTED OFFICIALS/CITIZENS REQUEST MUST REQUEST TO SPEAK TO COMMISSION BY 4:00 P.M. ON THE FRIDAY PRIOR TO THE COMMISSION MEETING ON TUESDAY. CITIZENS SPEAKING TIME WILL BE LIMITED TO FIVE MINUTES.

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:  
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED FEBRUARY 25, 2022, AT 4:00 P.M.

(RSMO 610.020)



## AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, March 7, 2022 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

---

### Call to Order

**Minutes of Previous Meeting:** Monday, November 1, 2021

### Public Hearing

1. Columbian Re-plat Addition - A Request to Rezone property from 'A' First Dwelling to 'B' Second Dwelling.  
(COLUMBIAN RE-PLAT LOTS 5 TO 8 INC and COLUMBIAN RE-PLAT LOT 13 EX E 85' LOTS 17 18 & 21 & E 10' VAC ST & W 10' VACATED ALLEY ADJ)

### Staff Report

### New Business

### Old Business

**Next Meeting:** Monday, April 4, 2022

### Adjourn

---

#### Commission Members

<b>Voting Members:</b>	Chairman	Mark Elliff	1511 Grand	417-358-3613
	Vice Chairman	Abi Almandinger	1220 S Main	417-793-6589
	Secretary	Bill Barksdale	1314 S Garrison	417-388-2464
	Member	Harry Rogers	1350 S Main St	417-358-4527
	Member	Jim Hunter	1514 S River	417-850-5355
	Member	Vacant	Vacant	Vacant
	Member	Jim Swatsenbarg	601 Howard	417-358-1690

---

<b>Non-Voting Members:</b>	Mayor	Dan Rife	City Hall	417-237-7003
	City Administrator	Tom Short	City Hall	417-237-7003
	Asst. City Administrator	Greg Dagnan	City Hall	417-237-7003
	Councilmember	Ed Barlow		

---

<b>Staff:</b>	Public Works Director	Zeb Carney	Public Works Department	417-237-7010
---------------	-----------------------	------------	-------------------------	--------------

---

Public Works Department 623 E Seventh Carthage MO 64836 Tele: (417) 237-7010 Fax: (417) 237-7011 Email: [pwd@carthagemo.gov](mailto:pwd@carthagemo.gov)

**-Notice of Meeting-**

**Carthage Tree Board Tuesday, March 8, 2022**

**4:00 PM**

**Carthage Parks and Recreation Office**

**521 Robert Ellis Young Drive, Carthage, MO 64836**

**AGENDA**

**Old Business**

1. Consider and approve minutes from previous meeting.

**Citizens Participation** (Citizens wishing to address the Board should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call the Parks & Recreation office at 417-237-7035.

**New Business**

1. Consider and discuss Arbor Day 2022
2. Consider and discuss other events for 2022

**Staff Reports**

**Other Business**

**ADJOURNMENT**

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 OR 1 800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HRS PRIOR TO THE MEETING.**

**POSTED:**

**BY:**

# ***CORRESPONDENCE***

**MCCUNE BROOKS REGIONAL HOSPITAL**

**FINANCIAL STATEMENTS**

**JANUARY 31, 2022**





## ACCOUNTANT'S DISCLAIMER REPORT

To Management  
McCune Brooks Regional Hospital  
3125 Dr. Russell Smith Way  
Carthage, MO 64836

The accompanying financial statements of McCune Brooks Regional Hospital as of and for the year-to-date January 31, 2022 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

*Schmidt Associates, LLC*

February 11, 2022



America Counts on CPAs

**McCune Brooks Regional Hospital**  
**Statements of Financial Position**  
**January 31, 2022**

**Assets**

**Assets**

Cash in bank- New trust disbursement	\$ (1,251.40)
New Trust investment	15,186,289.04
Escrow account	<u>5,072,348.49</u>
<b>Total Assets</b>	<b><u>\$ 20,257,386.13</u></b>

**Liabilities and Net Position**

**Liabilities**

<b>Total Liabilities</b>	<u>0.00</u>
--------------------------	-------------

**Net Position**

Operational capital- Fund balance	20,355,746.98
Restricted- non expendable	322,626.00
Retained earnings	<u>(420,986.85)</u>

<b>Total Net Position</b>	<b><u>20,257,386.13</u></b>
---------------------------	-----------------------------

<b>Total Liabilities and Stockholders' Equity</b>	<b><u>\$ 20,257,386.13</u></b>
---------------------------------------------------	--------------------------------

Substantially all disclosures ordinarily included in Accrual basis financial statements are omitted, and no assurance is provided on these financial statements.

**McCune Brooks Regional Hospital**  
**Statements of Activities**

**9 Months Ended**  
**January 31, 2022**

**Income**

Interest and dividend income- bond/escrow	775.05
Interest and dividend income-Trust	177,677.56
Interest income	27.22
Other income	2,556.31
Gain (Loss) realized and unrealized	<u>(329,883.71)</u>
<b>Total Income</b>	<u><u>(148,847.57)</u></u>

**Operating Expenses**

Bank charges	13,139.28
Grants	250,000.00
Legal and professional fees	<u>9,000.00</u>
<b>Total Operating Expenses</b>	<u><u>272,139.28</u></u>

**Net Income (Loss)**

\$ (420,986.85)

Substantially all disclosures ordinarily included in Accrual basis financial statements are omitted, and no assurance is provided on these financial statements.

## **"Rosenberg's Rules of Order"**

*(Simple Rules of Parliamentary Procedure for the 21st Century)*

### **Introduction**

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

### **The Role of the Chair**

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

### **The Basic Format for an Agenda Item Discussion**

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

**First**, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

**Fifth**, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

**Sixth**, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

**Seventh**, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

**Tenth**, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

### Motions in General

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move . . . ." So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

### The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put

on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

**First**, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

**Second**, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee by 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

#### **To Debate or Not to Debate**

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

**A motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**A motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**A motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

**A motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**A motion to limit debate.** The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a **motion to object to consideration of an item.** This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

#### **Majority and Super-Majority Votes**

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

**Motion to limit debate.** Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

**Motion to close nominations.** When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers; and it requires a 2/3 vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

### **The Motion to Reconsider**

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

### **Courtesy and Decorum**

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

**Order.** The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

#### **Special Notes About Public Input**

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.